

INSTRUCTIONS FOR SAFEKEEPING DEPOSITS FOR WORKERS' COMPENSATION SELF-INSURED GROUPS

1. Submit a Corporate Resolution authorizing at least two (2) officers of the Fund to approve all future investment transactions.
2. Send in an Election Form (Form 141) designating the Fund's choice of the custodian bank and the signatures of the two (2) officers designated to order security transactions. The two (2) officers must be the same as those authorized in the Corporate Resolution.
3. Send in three (3) original copies of the Safekeeping Agreement (Form 826). Your Fund should execute all three (3) copies, then return all copies to the Department of Insurance. The Safekeeping Agreement, in triplicate, will be signed by the Department of Insurance and will be forwarded to the approved custodian bank of your choice for signature. One (1) completed copy will be returned to you.
4. The Securities Transaction Sheet (Form 145), which will be used in placing securities under safekeeping, should be completed in quadruplicate (4 originals), reflecting the amount and description of securities to be deposited under safekeeping. Under Part A-Fund Request, (Name of Bank) should be the approved custodian bank in Kentucky. A copy of the Form 145, as executed by the Department of Insurance and an official of the custodian bank, will be forwarded to your Fund when the transfer of securities has been completed.

***NOTE: All of the above forms, after completion, are to be mailed to the attention of Cecilia (C.C.) Webber, Financial Standards and Examination Division. Please use the contact information provided at the top of this document.**

SECURITIES ARE TO BE FORWARDED DIRECTLY TO YOUR DESIGNATED CUSTODIAN BANK AND **NOT TO THE OFFICE OF INSURANCE.**